


JUP # 1594-77



11 August 1977

25X1A

MEMORANDUM FOR: Director of Data Processing

FROM : 
Career Management Officer, DDA

SUBJECT : Special Retirement Options (AIUO)

1. (AIUO) As already mentioned by phone, the Special Retirement Options have been approved to be effective immediately and run through 30 September 1977. A notice for the Directorate is being distributed.

2. (AIUO) Attached is a memorandum which should be used for anyone who has indicated a desire to take advantage of one of the Special Options. The Sub-Group Chief will actually notify the individual of the surplus situation within that Sub-Group but the Head of the Career Service (DDA) must at least concur in such notification.

3. (AIUO) The individuals involved in submitting resignations should refer to the copy of their particular memorandum.

4. (AIUO) If you have any further questions, please contact my office on extension 4142.

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Attachment



MEMORANDUM FOR:

FROM :

SUBJECT : Notification of Intent to Recommend
Separation

1. Faced with serious concerns relating to the management, composition and numbers of personnel in this Career Sub-Group, I find it necessary to take action to encourage or otherwise to achieve personnel reductions.

2. I have been informed of your willingness to resign if such action would make you eligible for an immediate retirement annuity. I am grateful for your offer to assist me in this matter. Accordingly, this is to notify you that I intend to recommend your separation pursuant to Headquarters Regulation [REDACTED]

STATINTL

CONCUR: